

5 JUL 1994

## CHAPTER 2

GENERAL POLICIES

## 0200 GENERAL

a. Individuals issued or in possession of AA&E are responsible for its security.

b. To minimize the cost of physical security and inventory control, and to reduce theft vulnerability, the quantity of AA&E and the number of AA&E storage facilities should be reduced. Storage should be consolidated in as compact an area possible consistent with operational, explosive, safety, and training requirements.

(1) AA&E should be removed from secure storage areas for as brief a time as possible and in as small a quantity as practical.

(2) Segregate AA&E into smaller storage areas by assigned risk category and provide the level of physical security protection appropriate for that category. Give priority attention to demilitarization or disposal of obsolete and unserviceable AA&E to avoid unnecessary storage, security, and inventory costs.

(3) The provisions of this instruction are intended to provide adequate storage security for AA&E at most DON activities. There may be a few unusual activities, such as large depots or remote storage areas without existing electrical service, where not all criteria in this instruction can be applied in a cost-effective manner. At unique facilities, local conditions must be carefully evaluated, and the security system tailored to local conditions, based on practicality and cost rather than the specific security requirements prescribed here. In such instances, waivers or exceptions should be obtained (see chapter 10).

c. Facilities will not be torn down and rebuilt unless security measures cannot be improved to provide the required degree of protection. Exceptions allowing nonstandard conditions will be granted as set forth in chapter 10. The design goal for structurally secure facilities is to provide at least 10 minutes resistance to forced entry.

## 0201 PRIORITY

a. DON priority for meeting security requirements will begin with the highest Risk Category I items and progress consecutively down through Risk Category IV. Within each category, facilities having the largest quantity will receive initial attention.

Enclosure (1)

**5 JUL 1994**

b. Based on current threat and vulnerability, DON sites outside the continental U.S. (OCONUS) will receive priority over CONUS sites.

c. Deviations from these priorities will be permitted only when CNO (N09N1) or CMC (POS-10), as appropriate, have determined that a local threat dictates the deviations.

0202 INSPECTIONS AND AUDITS. Security measures, including theft or loss reporting and inventory and accountability procedures for AA&E, will be examined during appropriate inspections and audits. The status of existing waivers and exceptions will be examined for compliance and continuing necessity.

0203 ROTC/GUN CLUB PROHIBITION. Reserve Officers Training Corps (ROTC/JROTC) units and gun clubs are not authorized possession of any Category I or Category II AA&E. ROTC units may use Category II AA&E during authorized training with active DON components. Reserve units will not be permitted to store Category I AA&E. However, those units may be given temporary custody of Category I AA&E for training on military installations following specific security instructions provided by the commander of the installation.

0204 TRAINING IN ACCOUNTABILITY. Activities possessing AA&E must establish a training program for personnel responsible for the accountability of AA&E items. The program will provide training in inventory and accountability procedures, fit the requirements of different groups of personnel responsible for accountability, and include disciplinary actions against individuals responsible for violating security requirements prescribed in this instruction. Activities will take continuing action through refresher briefings to ensure that all personnel are aware of their responsibilities for controlling and safeguarding AA&E.

0205 DISCIPLINARY ACTION. Under the requirements of applicable laws and regulations, appropriate action will be taken with respect to the responsible individuals for violation of procedures and requirements imposed under this instruction. Such action may include trial by court-martial.

0206 PERSONNEL. Activities must be selective in assigning personnel to duties involving control of AA&E. Only personnel who are mature, stable, and have shown a willingness and capability to perform assigned tasks in a dependable manner will be assigned to duties involving the responsibility for control, accountability, and shipment of AA&E. As a minimum, the security officer, AA&E accountability officer, weapons officer, or other designated officer or civilian will examine service records of those being screened and discuss the duties to be assigned with the person and/or the person's present supervisor. Enter dates of screening, rescreening, and associated interviews in the person's training record and maintain for at least 6 months after

02 JUN 1998

termination of the person's assignment, or at least 6 months after the final interview if the person is disqualified during the screening/rescreening. Determination of which traits and actions are disqualifying is at the discretion of the commanding officer (some of the adjudication factors in Exhibit G of SECNAVINST 5510.30A (reference (c)) may be used as a guide).

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b. After initial favorable screening, rescreen personnel annually. At each screening read the following statement to the person being screened and have him/her sign a copy of this statement:

(A)

"I understand that my behavior on duty as well as off duty is expected to reflect mature, stable judgement and that I may be removed from my duties involving control of arms, ammunition and explosives, or other administrative action taken, if my behavior does not reflect high standards. I further understand that serious harm can come from my failure to properly carry out my duties. I am aware that my improper actions or failure to carry out my duties may result in criminal prosecution, fines, and imprisonment. I understand and accept the responsibility to safeguard arms, ammunition and/or explosives."

(A)

c. Marine Corps units will use the AA&E screening form (NAVMC 11386) for initial and annual screening. Screening will be documented with a page 11 entry, and supporting documentation maintained in command records. For personnel that do not meet screening requirements, commanders will notify CMC (MMEA/MMOA) to request retraining or reassignment.

d. Any person, whether government employee (civilian and military) or contractor (including commercial carrier), operating a vehicle or providing security to a vehicle transporting Category I, II, or CONFIDENTIAL AA&E will as a minimum have been subjected to a favorable National Agency Check or Entrance National Agency Check, as set forth in reference (c), except as provided for U.S. flag carriers below.

e. Officers of U. S. flag carriers will be licensed in accordance with U. S. Coast Guard requirements.

f. Designated carrier employees providing Protective Security Service for the transportation of items classified SECRET must possess a government-issued SECRET clearance, as provided for in reference (c), and carrier-issued identification.

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02 JUN 1999

0207 NON-GOVERNMENT AA&E

a. Storage of personal weapons on an installation will be authorized by the commanding general/commanding officer or designated representative. Non-government AA&E not approved for storage in family housing will be stored in an armory or magazine, but not in the same security container or weapons rack with government AA&E.

R) b. Commanding officers will maintain accountability records for non-government AA&E separately from government AA&E records. Procedures covering the control and accountability of personal weapons will follow OPNAVINST 5530.14C (reference (d)).

c. Loss of non-government AA&E will be reported to the Naval Criminal Investigative Service (NCIS).

d. The waiver and exception provisions of this instruction do not apply to non-government AA&E, and Missing, Lost, Stolen, and Recovered (MLSR) reports will not be submitted.

0208 CLASSIFIED AA&E

R) a. Classified AA&E must be protected as directed by this instruction and SECNAVINST 5510.36 (reference (c)). Where requirements differ, follow the more stringent requirement.

b. A GSA-approved Class 5 vault door or a door as described in chapter 4 and secured with a high security hasp and padlock will be used on structures housing classified AA&E. AA&E classified SECRET or CONFIDENTIAL will receive protection equivalent to that provided for Risk Categories II and III respectively (or higher if required by the assigned risk category).